

Mr. Elder

~~SECRET EYES ONLY~~  
(CLASSIFICATION)

E.O. 13526

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No.       B-9      

Date 22 May 1962

TO : DDCI, DD/P, C/CA

SUBJECT :

REFERENCE:

1. Effective immediately, all Agency proposals designed for Special Group action will be approved by the Deputy Director and the Director before circulation outside the Agency.

2. There will be a meeting each Monday at 1600 hours with the Director and the Deputy Director for a final review of such papers. This meeting will normally be attended by DD/P, C/CA Staff, [ ] and appropriate division representatives.

3. This procedure is not intended to preclude informal coordination with other components of the Government as appropriate. As a general rule, this procedure does not apply to activities for which the DD/R is primarily responsible.

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[ ]  
Monday meeting will be a useful forum to deal with such issues.

SUSPENSE DATE:

[ ]  
Executive Assistant

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